



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR ACCOUNTING OFFICER (SPECIALIST)

\$4,600 - \$5,758

**ACCOUNTING SERVICES BUREAU
SACRAMENTO**

RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator I (Supervisor), the incumbent is responsible for the coordination, development, analysis, and maintenance of the securities held on deposit by the State Treasurer's Office (STO) and outside depositories; act as a departmental liaison between STO and outside depositories in resolving the more complex security deposit issues; act as a liaison with Administrative Systems Unit (ASU) and Bureau Website Coordinator in maintaining and updating the Securities Database and the securities information posted on CDI's Intranet and Internet web-sites; and act as lead person over the Securities Transaction Unit (STU) within the Tax and Securities Section of the Accounting Services Bureau (ASB). Some of the duties are as follow:

- Act as lead person for the STU. Identify research and make recommendations to management in regards to security deposit requirements as stated in the California Insurance Code.
- Oversee the accounting and reconciliation of fees and charges for securities in accordance with statutory and departmental rules and regulations. Ensure that accurate and timely deposit information is provided to requestors as needed.
- Prepare the financial reporting of the annual certification of security deposits, including the monthly reconciliation of securities held at STO and outside depositories.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge of Microsoft computer applications such as: Excel, Word, and Outlook.
- Have sound oral and written communication and analytical skills.
- Ability to work under pressure and handle multiple assignments effectively and efficiently and in a timely manner.
- Ability to be flexible and able to work in a fast-paced office environment.
- Ability to work independently as well as part of a team.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to lead and motivate others with positive support and reinforcement.

08/14/15 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



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WHO MAY APPLY:

Applications will be accepted from current State employees at the Senior Accounting Officer (Specialist) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Senior Accounting Officer (Specialist), PSN # 413-192-4567-001" ON THE STATE APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call Malinda Randolph at (916) 492-3308.

FINAL FILING DATE: August 28, 2015 - Close of Business (5:00 p.m.)

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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